

REQUEST FOR QUALIFICATIONS
For
GENERAL CONTRACTORS
And
CONTRACTORS FOR THE INSTALLATION OF PRE-CAST LAWN CRYPTS
at
Virginia Veterans Cemetery in Amelia, Virginia
Albert G. Horton, Jr. Memorial Veterans Cemetery in Suffolk, Virginia

Issue Date: March 28, 2012

RFQ# 12-01

Issuing Agency & Address: Commonwealth of Virginia
Department of Behavioral Health and Developmental Services (DBHDS)
Acting for the Department of Veterans Services
Office of Architectural & Engineering Services
P. O. Box 1797
Richmond, Virginia 23218-1797

Project Code: 912-17958 Virginia Veterans Cemetery, Amelia, Virginia

Project Code: 912-17959 Albert G. Horton, Jr. Memorial Cemetery, Suffolk, Virginia

Location of the Work: Amelia, Virginia and/or Suffolk, Virginia

All inquires for information shall be directed to: DBHDS, Office of Architectural & Engineering Services, telephone number (804) 786-3926, fax number (804) 371-8898.

IF QUALIFICATIONS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: DBHDS, Office of Architectural & Engineering Services, Jefferson Building, Room 731, 1220 Bank Street, Richmond, Virginia 23219.

Statements of Qualifications described herein will be received until 4:00 p.m, local time, on Thursday, May 3, 2012. Please submit four (4) copies and one (1) original. Proposals must reach the above address by the deadline stated.

Name and Address of Contractor:

_____	Date: _____
_____	By: _____
_____	(Signature in Ink)
_____	Typed Name: _____
_____ Zip _____	Title: _____
FEIN/SSN# _____	Telephone Number (____) _____

PRE-SUBMITTAL CONFERENCE: A pre-submittal conference will not be held.

TABLE of CONTENTS

I	Purpose	3
II	Schedule	3
III	Background	3
IV	Proposal Preparation and Submission Requirements	4
V	Attachments	5

REQUEST FOR QUALIFICATIONS # 12-01

I. Purpose

The purpose of this solicitation is to separately pre-qualify **General Contractors** and **Contractors for the installation of pre-cast, double-depth, lawn crypts** for work at the Virginia Veterans Cemetery in Amelia, Virginia and the Albert G. Horton, Memorial Veterans Cemetery in Suffolk, Virginia.

The Virginia Department of Veterans Services is proposing the installation of approximately 1500 pre-cast, double-depth, lawn crypts at the Virginia Veterans Cemetery in Amelia, Virginia and approximately 4500 pre-cast, double-depth, lawn crypts at the Albert G. Horton Memorial Cemetery in Suffolk, Virginia. **The General Contractor's work** will generally include: installation of storm water management structures; fine grading of affected areas of the site; installation of lawn irrigation systems; establishment of lawns; and road construction and repair. The estimated cost of construction, including crypts and crypt installation, is approximately \$1.3 million at the Amelia site, and \$3.5 million at the Suffolk site. The **Crypt Installation Contractor** will be responsible for the installation of the crypts as described above.

General Contractors and Crypt Installers will be pre-qualified separately. **Only pre-qualified General Contractors may bid the projects.** The names of the pre-qualified Crypt Installers will be distributed to all, and **only pre-qualified crypt installers** may be used for crypt installation.

The Department plans to notify pre-qualified firms no later than May 18, 2012. Plans and specifications will be available to bid mid-June, 2012, with bids due approximately 21 days later.

II. Schedule

It is anticipated that the "Notice to Proceed" for these projects will be issued in September, 2012. The projects will run simultaneously. If submitting for pre-qualification on both projects, please incorporate this information when discussing staffing and management of these projects in your response to this RFQ.

III. Background

The Department of Veterans Services has received a grant from the U.S. Department of Veterans Affairs for the installation of pre-cast, double-depth lawn crypts at the Virginia Veterans Cemetery in Amelia, Virginia and the Albert G. Horton, Jr. Memorial Cemetery in Suffolk, Virginia. DBHDS, acting on behalf of the Department of Veterans Services (DVS) has engaged the firm of Wiley|Wilson of Richmond, Virginia for the design of the projects.

IV. Proposal Preparation and Submission Requirements

A. General

In order to be considered for prequalification, Contractors must submit a complete response to this RFQ. *One (1) original and four (4) copies* of each proposal must be submitted to the Issuing Agency at the address shown on page 1 of this RFQ.

B. Preparation of Statement of Qualifications

1. Qualification Statements shall be signed by an authorized representative of the Contractor. All information requested shall be submitted. Failure to submit all requested information may result in the disqualification of the firm. Submissions which are substantially incomplete or lack key information may be rejected as "Not Responsive" by the Owner at its discretion.
2. Statements of Qualifications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
3. Each Statement of Qualification should be bound in a single volume where practical. All documentation submitted with the Statement should be bound in the single volume.
4. Identify any "proprietary" information exempted from public disclosure under the Virginia Freedom of Information Act by §2.2-4342, Code of Virginia, and state the reasons why protection is necessary.

C. Specific Requirements

Responses should be as thorough and as detailed as possible so that the Owner may properly evaluate the Offeror's Qualifications to provide the required services. Offerors are required to submit the following items to constitute a complete proposal:

1. The return of the cover sheet of this RFQ, signed and filled out as required.
2. Completed *Standard Form for Contractor's Statement of Qualifications* (Form DGS-30-168, CO-16).
3. A statement from the Contractor's Surety of Bonding Eligibility.
4. Any pertinent supporting information which demonstrates your qualifications.

V. Attachments

- A. Form DGS-30-168, CO-16, *Commonwealth of Virginia Standard Form for Contractor's Statement of Qualifications*
- B. Form DGS-30-172, CO-16 Attachment One, *Qualification Criteria for General Contractor and for Contractor for Installation of Pre-placed Crypts.*

COMMONWEALTH OF VIRGINIA

STANDARD FORM

FOR

CONTRACTOR'S STATEMENT

OF QUALIFICATIONS

TABLE of CONTENTS

I General Information

II Bonding

III Judgments

IV Convictions and Debarment

V Compliance

VI Experience

VII Signatures

Attachments

CONTRACTOR'S STATEMENT OF QUALIFICATIONS

I. General Information

1. Submitted to (agency): Department of Behavioral Health and Developmental Services
Acting on behalf of Department of Veterans Services

Street Address: 1220 Bank Street, Room 731, Richmond, Virginia 23219
Mailing Address: P.O. Box 1797, Richmond, Virginia 23218

2. Highlight which of the following projects you wish to qualify for:

- a. **Name of Project:** Installation of Pre-placed Crypts
Virginia Veterans Cemetery
Amelia, Virginia
Project Code Number (PC#): 912-17958
- b. **Name of Project:** Installation of Pre-placed Crypts
Albert G. Horton, Jr. Memorial Veterans Cemetery
Suffolk, Virginia
Project Code Number (PC#): 912-17959

3. Type of work you wish to qualify for:

General Construction

Installation of Pre-placed Crypts

4. Contractor's Name:

Mailing Address:

Street Address: (If not the same as mailing address)

Telephone Number: ()

Facsimile Number: ()

Contact Person:

Contact Person's Phone Number: ()

State Contractor's License Number:

Designated Employee Registered with the Virginia Board for Contractors:

General Information (continued)

5. Check type of organization:

Corporation ____

Partnership ____

Individual ____

Joint Venture ____

Other (describe) _____

6. If a corporation -

State of Incorporation:

Date of Incorporation:

Federal I.D. #:

Officers

Name

Years in Position

President:

Vice President:

Secretary:

Treasurer:

Are you a Subchapter S Corporation? Yes ____ No ____

7. If a partnership -

Date organized:

Type of partnership:

List of General Partners:

Name

Phone #

Years as G.P.

8. If individually owned -

Years in Business:

General Information (continued)

9. Have you ever operated under another name? Yes ____ No ____

If yes -

Other name:

Number of years in business under this name:

State license number under this name:

II. Bonding

Provide a statement from your Bonding Company similar to Item 1 of Attachment One and attach that statement to this completed Form CO-16.

1. Bonding Company's name:
Address:

Representative (Attorney-in-fact):

2. Is the Bonding Company listed on the United States Department of the Treasury list of acceptable surety corporations?

Yes ____ No ____

3. Is the Bonding Company licensed to transact surety business in the Commonwealth of Virginia?

Yes ____ No ____

III. Judgments

In the last ten years, has your organization, or any officer, director, partner or owner, had judgments entered against it or them for the breach of contracts for construction?

Yes ____ No ____

If yes, please on a separate attachment, state the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

IV. Convictions and Debarment

If you answer yes to any of the following, please on a separate attachment, state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:
 - a. ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?
Yes ____ No ____
 - b. ever been found guilty on charges relating to conflicts of interest?
Yes ____ No ____
 - c. ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?
Yes ____ No ____
 - d. ever been convicted: (i) under Va. Code Section 2.2-4367 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); or (v) of violating any substantially similar federal law or law of another state?
Yes ____ No ____
2. Is your organization or any officer, director, partner or owner currently debarred from doing federal, state or local government work for any reason?
Yes ____ No ____

V. Compliance

If you answer yes to any of the following, please on a separate attachment give the date of the termination order, or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. Has your organization:
 - a. ever been terminated on a contract for cause?
Yes ____ No ____
 - b. within the last five years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?
Yes ____ No ____
2. Has your organization, in the last three years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency?
Yes ____ No ____
3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?
Yes ____ No ____

VI. Experience

If your organization has multiple offices, provide the following information for the office that would handle projects under this prequalification. If that office has limited history, list its experience first.

1. Attach a list of all projects, giving address, size, dollar value, and completion date for each that your organization has **completed** in the last five years. Provide for each the name, address, and phone number for the Owner's and Architect's contact or representative.
2. Attach a list of your organization's projects in **progress**, if any, at the time of this statement. At a minimum, provide project names and addresses, contract amounts, percentages complete and contact names and numbers for the architects and owners.
3. Identify three projects from those identified in 1 and 2 above which are most relevant or similar to the project(s) for which you are seeking prequalification.

Experience (continued)

Job 1.

Project Name:

Project Address:

Size of Project: (such as gross square feet, height, or stories plus sub-surface levels, total cost)

Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Final or current Contract Amount:

Project Description, i.e., function of building and component building systems:

Experience (continued)

Job 2.

Project Name:

Project Address:

Size of Project: (such as gross square feet, height, or stories plus sub-surface levels, total cost)

Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Final or current Contract Amount:

Project Description, i.e., function of building and component building systems:

Experience (continued)

Job 3.

Project Name:

Project Address:

Size of Project: (such as gross square feet, height, or stories plus sub-surface levels, total cost)

Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Final or current Contract Amount:

Project Description, i.e., function of building and component building systems:

4. Describe how your firm would staff this project:

5. Provide, as an attachment, a brief resume for the project manager and the superintendent most likely to be assigned to this project. Describe, for each, the background and experience that would qualify him or her to be a project manager or superintendent. Include in the resumes at least three (3) similar or comparable projects on which the proposed project manager and superintendent have served in that capacity or positions of similar or comparable responsibility within the last five years and the names, addresses and phone numbers of the Owner's and Architect's contact person for each.

VII. Signatures

The undersigned certifies under oath that the information contained in this Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

(name of entity submitting this Statement of Qualifications)

By: Name of Signer (print) _____

Signature

Title: _____

Date: _____

Notary

State of: _____

County/City of: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public Signature

My commission expires: _____

Notary Seal:

Attachments:

1. CO-16 Attachment One (Qualification Criteria)
2. Surety Statement of Bonding Eligibility
3. Additional information, if any, provided under CO-16 Sections III, IV, V
4. Additional information provided under CO-16 Section VI

**QUALIFICATION CRITERIA
FOR
GENERAL CONTRACTORS
AND FOR
CONTRACTORS FOR INSTALLATION OF PRE-PLACED CRYPTS
AT
VIRGINIA VETERANS CEMETERY
AMELIA, VIRGINIA
PROJECT CODE NUMBER 912-17958
AT
ALBERT G. HORTON, JR. MEMORIAL VETERANS CEMETERY
SUFFOLK, VIRGINIA
PROJECT CODE 912-17959**

I. BONDING:

A. STANDARD BONDING:

Contractor can secure bonding for this project in an amount equal to or greater than the amount established by the agency from a surety company **(1)** listed in the United States Department of Treasury, Federal Register, **Circular 570: Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies;** and **(2)** licensed to transact surety business in the Commonwealth of Virginia.

II. EXPERIENCE:

Firm Experience:

The General Contractor or contractor's office that will handle this project has successfully undertaken **at least three (3) construction projects of similar or comparable scope:** fine grading of more than 10 acres of land, installation of storm utilities, establishment of a golf course quality turf and irrigation, and a dollar value of not less than One million dollars (\$1,000,000.00) **within the last five years.** The projects shall be sufficiently comparable so that the agency may conclude that the contractor is familiar with and capable of handling the project(s) described in the prequalification. Experience with the installation of pre-placed crypts is preferable, but not required.

The Contractor for Crypt Installation or installer's office that will handle this project has successfully undertaken **at least three (3) projects for the installation of a minimum of two thousand, five hundred (2,500) pre-cast double-depth lawn crypts.** The projects shall be sufficiently comparable so that the agency may conclude that the contractor is familiar with and capable of handling the project(s) described in the prequalification.

Key Personnel Experience:

The Project Manager most likely to be assigned to this project has **served as project manager on at least three (3) projects in the last five years of similar or comparable scope as that described above, one of those within the past two years.** Equivalent or comparable experience may be considered, at the agency's sole discretion; however, it shall be sufficiently similar so that the agency may conclude that the proposed Project Manager is familiar with and capable of handling the project(s) described in the prequalification.

The superintendent most likely to be assigned to this project has **served as superintendent on at least three (3) projects in the last five years of similar or comparable scope as that described above.** Equivalent or comparable experience may be considered, at the agency's sole discretion; however, it shall be sufficiently similar so that the agency may conclude that the proposed Superintendent is familiar with and capable of handling the project(s) described in the prequalification.

III. JUDGMENTS:

Any judgment(s), whether one or several, entered against the contractor for breach of contract for construction within the past ten (10) years may be grounds for denying prequalification, at the agency's sole discretion, after due consideration of the date(s), amount(s), facts and circumstances.

IV. SUBSTANTIAL NON-COMPLIANCE:

Any of the following may be grounds for denying prequalification, at the agency's sole discretion, after review and consideration of the dates, facts and circumstances.

The contractor:

- in the last three (3) years has **received a final order for failure to abate or for a willful violation** by the US OSHA or by the Virginia Department of Labor and Industry or any other government agency; or
- has **paid liquidated damages** for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years; or
- has **paid actual damages** resulting from failure to complete a project by the contacted date on more than two (2) projects in the last five (5) year; or
- has **been terminated** for cause on a contract in the last five (5) years; or
- was **more than thirty (30) days late, without good cause**, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two (2) projects in the last three (3) years; or
- has **received more than two (2) cure notices** on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years (see Sections 19d and 41 of General Conditions); or
- has **had repeated instances** on a project of **installation and workmanship deviations which exceed the tolerances in the standards referenced** in the contract documents. Documentation of such instances shall be the written reports and records of the owner's representatives on the project; or
- has **finally completed a project** more than 90 days after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within the contractor's control. Documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation; or

- has had **Performance or Payment Bond claims paid on its behalf** in the last three (3) years.

V. CONVICTIONS:

Any of the following may be grounds for denying prequalification, at the agency's sole discretion, after review and consideration of the dates, facts and circumstances.

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years:

- a) has **been convicted** on charges relating to **conflicts of interest**;
- b) has **been convicted** on charges relating to any **criminal activity** relating to contracting, construction, bidding, bid rigging or bribery;
- c) has **been convicted** on charges relating to **employment of illegal aliens** on construction projects.
- d) has **been convicted**: (i) under Va. Code Section 2.2-4367 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); or (v) of violating any substantially similar federal law or law of another state

VI. DEBARMENT:

The following may be grounds for denying prequalification, at the agency's sole discretion, after review and consideration of the dates, facts and circumstances:

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years: has been **debarred** by any agency or political subdivision of the Commonwealth of Virginia, by any agency of the United States or by any agency of another state.